

**KENTUCKY REAL ESTATE APPRAISERS BOARD**  
**2480 FORTUNE DRIVE, STE. 120**  
**LEXINGTON, KY 40509**  
**PHONE: (859) 543-8943 - FAX: (859) 543-0028**  
**Web Site: kreab.ky.gov**

**GENERAL INFORMATION**

1. The Kentucky Real Estate Appraisers Board recommends that Associate applicants arrange for a supervisor prior to taking education courses.
2. Associate applicants and supervisors are advised to read the associate/supervisor requirements thoroughly.
3. Do not send fees with this application. You will be notified immediately after the Board meeting if you have been approved for licensure or certification. The Board meetings are scheduled the fourth Friday of each month.
4. If you should have any questions, please contact the Board or email your questions to Angie.Thomas@ky.gov.

**DOCUMENT SUBMITTAL REQUIRED BY CLASSIFICATION**

	<b>CERTIFIED GENERAL</b>	<b>CERTIFIED RESIDENTIAL</b>	<b>LICENSED REAL PROPERTY</b>	<b>ASSOCIATE</b>
<b>Application and Oath &amp; Affidavit</b>	X	X	X	X
<b>Education Certificates</b>	X	X	X	X
<b>Letter of verification from supervisor</b>				X
<b>Commercial Log</b>	X		X	
<b>Residential Log</b>	X	X	X	
<b>Experience Affidavit</b>	X	X	X	
<b>2 Non-Residential Reports</b>	X		X	
<b>2 Residential Reports</b>	X	X	X	<b>X**</b>

- Effective May 1, 2001, Certified Residential Real Property Appraisers will be permitted to complete non-residential assignments having a transaction value of \$250,000 or less. There will be no requirement for submission of non-residential reports for experience/certification approval. However, the Competency Rule will apply and any complaint discovered to have probable cause will lead to disciplinary action. Therefore, prior to accepting non-residential assignments a Certified Residential Real Property Appraiser must satisfy himself/herself that he/she has the level of experience and competency to complete the assignment. Competency will include, at a minimum, completion of a basic income property-appraising course.

**\*\*Effective May 1, 2001, an Associate Real Property Appraiser shall submit to the board two complete summary appraisal reports six months and twelve months following the date of issuance of the Associate Real Property license. The Board shall have the right to request additional reports from the Associate Real Property Appraiser.**

# HOW TO APPLY FOR APPRAISER LICENSURE/CERTIFICATION

- ❖ Complete the APPRAISER LICENSURE/CERTIFICATION APPLICATION and return it to the Kentucky Real Estate Appraisers Board. Include official transcripts, academic records, completion certificates, etc. to verify education hours.
- ❖ Incomplete applications will be returned to the applicant noting what additional documentation is needed.
- ❖ The Kentucky Real Estate Appraisers Board must approve all applications, including Associate.
- ❖ Associate applicant's education must have been obtained within five years immediately preceding application.
- ❖ All pre-licensing appraisal courses must be taken in an orderly progression starting with the Basic Principles of Appraising. Any advanced pre-licensing course must be preceded by the prerequisite course, if applicable.
- ❖ Education is a prerequisite to take the examination; therefore, the application must be approved prior to anyone being seated for the examination. Once education requirements are fulfilled, the EXAMINATION REGISTRATION FORM will be sent to you upon request. Request can be either mailed or emailed to Angie.Thomas@ky.gov.

All candidates for an appraisal license/certification must have at a minimum the following educational classroom hours and experience hours.

## APPRAISER ASSOCIATE LICENSE

### EDUCATION: 75 Hours

48 hours

Basic appraisal courses (**Effective January 1, 2002, must include 15 hours Basic Income**)

15 hours

Uniform Standards of Professional Appraisal Practice

12 hours

Elective hours (real estate or appraisal related)

**EXPERIENCE:** Must work under the supervision of a Certified/Licensed Appraiser

\*SEE ENCLOSED ASSOCIATE REQUIREMENTS

\*Associate applicants must submit a letter of verification from their supervisor.

## LICENSED REAL PROPERTY

### EDUCATION: 90 Hours

63 hours

Basic appraisal courses (**Must include 15 hours Basic Income**)

15 hours

Uniform Standards of Professional Appraisal Practice

12 hours

Elective hours (real estate or appraisal related)

**EXPERIENCE:** 2,000 hours and 2 years – Log and work samples required

## CERTIFIED RESIDENTIAL

### EDUCATION: 120 Hours

90 hours

Basic appraisal courses (**Must include 15 hours Basic Income**)

15 hours

Uniform Standards of Professional Appraisal Practice

15 hours

Elective hours (real estate or appraisal related)

**EXPERIENCE:** 2,500 hours and 2 years – Log and work samples required

## CERTIFIED GENERAL

### EDUCATION: 180 Hours

111 hours

Basic appraisal courses (**Must include 15 hours Basic Income**)

30 hours

Advanced appraisal courses

15 hours

Uniform Standards of Professional Appraisal Practice

24 hours

Elective hours (real estate or appraisal related)

**EXPERIENCE:** 3,000 hours and 2 ½ years – Log and work samples required

NOTE: Continuing education hours may not be used to meet the pre-license requirements. Credit will not be awarded twice for completing the same course or essentially the same course from different providers. ie. RE 121 College & 306AB A-Pass-Weikel Institute.

# APPRAISER LICENSURE/CERTIFICATION APPLICATION

Please print or type

1. Name: \_\_\_\_\_  
First MI Last

2. Business Information: \*Supervisor \_\_\_\_\_

\*Associate applicants must submit a letter of verification from supervisor.

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ County: \_\_\_\_\_

3. Residence Information:

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ County: \_\_\_\_\_

➡ **Mail correspondence to:** ☐ **Business** ☐ **Residence**

4. Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

5. Date of Birth: \_\_\_\_\_ Social Security No. \_\_\_\_\_

6. Have you ever been convicted of a felony or misdemeanor? (Excluding traffic offenses)

No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, list offense, date, and location. Please submit certified Copy of Presentence Report and Final Order of Judgement.

\_\_\_\_\_

7. Have any convictions, legal actions or professional ethics proceedings been brought against you in your professional appraisal practice?

No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, explain on a separate sheet and include a copy of any document reflecting the final action or decision.

8. Type of License/Certification applying for:

	TYPE	EXPERIENCE	EDUCATION HOURS
	Associate License	Must work under Kentucky Certified/Licensed Appraiser	75
	Licensed Real Property	2,000 hours and 2 years**	90
	Certified Residential	2,500 hours and 2 years**	120
	Certified General	3,000 hours and 2 ½ years**	180

\*\*Work samples and experience log required.

## **OATH AND AFFIDAVIT**

I do hereby acknowledge that I have reached the age of 18; have a High School or High School Equivalency diploma; agree that I have knowledge of and comply with the standards set forth in KRS 324.010, State of Kentucky rules promulgated thereto, and understand the types of misconduct for which disciplinary proceedings may be initiated against me pursuant to said law; authorize the Kentucky Real Estate Appraisers Board or their agents to interview individuals or organizations referenced in my claims for satisfying education requirements and experience requirements, or equivalent experience, and to inspect my appraisal files to verify information given on my application. I further authorize the Kentucky Real Estate Appraisers Board or their agents to conduct a criminal records check.

I do further authorize the Kentucky Real Estate Appraisers Board to inform those entities selected by the Board of any disciplinary action taken by the Appraisers Board and the basis for that action; any state in which I have the authority or any state which I may apply for the authority to perform any appraisal activities involving federally related transactions pursuant to Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act (FIRREA) of 1989.

I do agree to return the license/certification upon request if issued to me in error or if requested by the Kentucky Real Estate Appraisers Board after a hearing pursuant to disciplinary action.

I acknowledge that appraisals made by me after January 1, 1991 and claimed as experience in this application have been completed in compliance with the Uniform Standards of Professional Appraisal Practice (USPAP).

**Oath:**

The Statements and information contained herein, with attachments, are made under oath, and any material misrepresentation shall be punishable as perjury, in the first degree, a felony crime, (KRS 523:020) and shall also be grounds for suspension, revocation or refusal to renew any certificate or license granted pursuant to same.

Affidavit:      State of \_\_\_\_\_ County

I, \_\_\_\_\_, being at least eighteen years of age duly sworn, affirm and state that the information provided within the application for Appraiser Certification in the State of Kentucky, is true and correct to the best of my knowledge.

\_\_\_\_\_  
(Signature of Applicant)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

(Seal)

My Commission expires: \_\_\_\_\_

## EDUCATION

1. Pre-licensing educational offerings must be a minimum of 15 classroom hours. Continuing educational offerings must be a minimum of 2 classroom hours. (A classroom hour is defined as sixty minutes, of which fifty minutes are instruction).
2. The required hours of instruction for every appraiser shall include at a minimum fifteen (15) hours of USPAP and after September 1, 2000, fifteen (15) hours related to Basic Income. Education will be completed in an orderly progression of appraisal concepts and coursework commencing with basic appraisal courses and progressing to advanced courses.
  - A. The initial instruction course shall cover basic principles of appraising.
  - B. The fifteen (15) hours of instruction required by this section on the USPAP shall not be taken until after the instructional course covering basic principles of appraising has been completed.
3. Credit toward the pre-licensing classroom hour requirement may only be granted where an individual successfully completes an examination pertinent to that educational offering.
4. Education completion is a prerequisite for taking the examination.
5. Must submit written evidence to the Appraisers Board for education requirements.
6. Credit toward the classroom hour requirement may be awarded to teachers of appraisal courses.
7. Credit will be given by challenge exam without actual class attendance – prior to July 1, 1990, provided the quality of the course is approved by the Board, but only for the examination hours.
8. College degree hours – must be confirmed by official transcript. One credit hour equals 16 classroom hours.
9. Courses taken for pre-licensing education cannot be duplicated. Each course credited toward the required number of pre-licensing education hours should represent a progression in which the appraiser's knowledge is increased – applies also to teaching.
10. Credit for the classroom hour requirement may be obtained from the following:
  - A. Colleges or Universities
  - B. Community or Junior Colleges
  - C. Real Estate Appraisal or Real Estate Related Organizations
  - D. State or Federal Agencies or Commissions
  - E. Proprietary Schools
  - F. Other providers approved by the Real Estate Appraisers Board
11. Open Book examinations are not acceptable in pre-license education courses for appraisal licensing and certification.
12. Credit awarded for the classroom hour requirement when an individual seeks a different classification than that held may also be awarded for the continuing education requirement of the classification held.
13. Various appraisal courses may be credited toward the classroom hour education requirement. Applicants must demonstrate their education involved coverage of all topics listed below with particular emphasis on the appraisal of one to four unit residential properties, if applying for Licensed Real Property Appraiser or Certified Residential Real Property Appraiser. If applying for Certified General Real Property Appraiser particular emphasis of education should be in the appraisal of non-residential

properties. Residential property is defined as one to four residential units.

- A. Influences on Real Estate Value
- B. Legal Considerations in Appraisal
- C. Types of Value
- D. Economics Principles
- E. Real Estate Markets and Analysis
- F. Valuation Process
- G. Property Description
- H. Highest and Best Use Analysis
- I. Appraisal Statistical Concepts
- J. Sales Comparison Approach
- K. Site Value
- L. Cost Approach
- M. Income Approach
- N. Valuation of Partial Interests
- O. Appraisal Standards and Ethics

14. The Board has approved several continuing education courses that may be repeated every three (3) years. A copy of these courses may be obtained from the Board's office. The Uniform Standards of Professional Appraisal Practice (USPAP) course may be taken annually for continuing education credit.

15. Distance education courses may be acceptable to meet the education requirement provided that the course is

approved by the Kentucky Real Estate Appraisers Board, and meets the following criteria: (1) The course is presented to an organized group in an instructional setting with dual communication capabilities and a person qualified and available to answer questions, provide information, and monitor student attendance and is a minimum of two (2) classroom hours and meets the requirements for continuing education courses established by the Appraiser Qualifications Board, and; (2) The student successfully completes a written examination proctored by an official approved by the education provider consistent with the requirements of the course accreditation; or if a written examination is not required (only for continuing education credit) for accreditation, the student successfully completed the course mechanisms required for accreditation which demonstrates mastery and fluency (said mechanisms must be present in a course without an exam in order to be acceptable, and; (3) Upon successful completion of the course, the course provider is responsible for providing course completion certificates to the students.

## EDUCATION REQUIREMENTS

<b>ASSOCIATE</b>	<b>75 CLASSROOM HOURS</b>
<b>LICENSED REAL PROPERTY</b>	<b>90 CLASSROOM HOURS</b>
<b>CERTIFIED RESIDENTIAL</b>	<b>120 CLASSROOM HOURS</b>
<b>CERTIFIED GENERAL</b>	<b>180 CLASSROOM HOURS</b>

## EXPERIENCE

An applicant must meet the experience requirements set forth in this section prior to being licensed or certified. The applicant must sign a sworn statement subject to penalty of appraisal experience (experience affidavit), submit a detailed experience log and work samples for board review. The Kentucky Real Estate Appraisers Board reserves the right to obtain additional work samples, file memoranda, employer interview/affidavits, client interview/affidavits as promulgated in KRS 324A.020.

Experience obtained after January 1, 1991 shall comply with the Uniform Standards of Professional Appraisal Practice (USPAP).

1. Acceptable appraisal experience includes but not limited to the following:

- A. Fee and staff appraisal. (Must be USPAP compliant)
- B. Ad valorem tax appraisal. (Ad valorem tax appraisals should be awarded experience credit when the individual can demonstrate that they are using similar techniques as appraisers, to value properties and effectively utilize the appraisal process. Mass appraisal must comply with Standard 6 of USPAP).
- C. Technical review appraisal. (Review appraisals should be awarded experience credit when the appraiser performs reviews of appraisals prepared by employees, associates or others, provided the review appraiser did not sign the appraisal report). All technical review appraisals must be USPAP compliant (Standard Rule 3).

Subsequent to September 1, 1990, credit should only be awarded when reviews are in compliance with USPAP Standard 3. Review appraisal experience should be given credit to the extent that it demonstrates proficiency in appraisal principles, techniques, or skills used by appraisers practicing under USPAP Standard 1.

Appraisal review experience will be awarded; however, review appraisal

reports are not considered sufficient examples of appraiser knowledge and demonstration of techniques. Therefore, all appraisers requesting certification must submit complete appraisals presented in summary form and complying with all requirements in this statement.

- D. Highest and best use analysis; Appraisal analysis; Feasibility analysis/study. (Must comply with the appropriate standards)
- E. Condemnation Appraisal reports citing the jurisdictional exception may be counted for experience. Reports submitted for certification or licensure must contain all USPAP required information, regardless of jurisdictional exception.

This should not be construed as limiting experience credit to only those who are state licensed or certified.

2. The following will not be acceptable as experience:

- A. Letters of opinion – without complete file memoranda.
- B. Brokers market analysis.
- C. Mass appraisals (unless conform to USPAP Standard 6)
- D. Ad valorem (if less than full report and does not include appropriate approaches).
- E. Personal property only.
- F. Business values.

3. Appraisal Reports

All appraisal work claimed for experience should be completed in compliance with USPAP.

Appraisal reports must contain at a minimum:

- A. The development and reporting option utilized.
- B. Adequately identify the real estate.

- C. Define the value being considered.
  - D. Highest and best use if market value.
  - E. Physical, functional and economic factors affecting the value conclusion.
  - F. State the real property interest being appraised.
  - G. State the purpose and intended use of the appraisal.
  - H. Define the value to be estimated.
  - I. State the effective date of the appraisal and the date of the report.
  - J. State the extent of the process of collecting, confirming and reporting data.
  - K. State all assumptions and limiting conditions that affect the analyses, opinions and conclusions.
  - L. Estimated land value.
  - M. Final reconciliation.
  - N. A signed certification in accordance with Standards Rule 2-3.
4. Education may not be substituted for experience.
  5. Experience documentation in the form of reports or file memoranda, or if unavailable, other evidence at the credentialing authority's discretion, must be provided to support the experience claimed.
  6. The appraisal process should be utilized in determining various areas, which are creditable for experience purposes.
  7. The time spent driving to and from an appraisal assignment ("drive time") may qualify as appraisal experience if it is considered to be a part of the appraisal process. (This is applicable to rural areas only)
  8. The appraisal process consists of an analysis of factors that bear upon value: definition of the problem; gathering and analyzing data; applying the appropriate value approaches and methodology; arriving at an opinion of value and reporting the opinion of value.
  9. Appraisal reports, submitted for review, must be completed within the past twelve (12) months from date of submission.
  10. Residential appraisal reports must be complete appraisals using the self-contained or summary reporting option and must contain the Cost and Sales Comparison Approaches. Non-residential reports must be complete appraisals with all three (3) approaches (Income, Cost & Sales) utilized. No Limited Appraisals or Restricted reports will be accepted for demonstration.
  11. A single-family residence, where the income approach is not applicable, and so states is not applicable, will be acceptable.
  12. For licensing purposes, applicants claiming experience for providing significant professional assistance must have effectively used the appraisal process in performing the market research, data analysis and applying appropriate appraisal techniques. The work must have gone beyond such tasks as taking photographs, typing the report, measuring improvements or finding sales that may or may not be used in the appraisal. The applicant must have performed a substantial portion of the professional work claimed for experience. Generally, the Board considers substantial portion of the professional work to be at least 75%. The applicant must have signed the report and/or certification or must state in the certification that "significant professional assistance" was provided by name, or state in the certification that if "significant professional assistance" was provided, you have identified that person elsewhere in the report and state where they are identified. The steps performed in the appraisal process must be reported in the contents or the certification. The steps in the appraisal process must be noted in the log.
  13. Reports submitted for experience credit must be exact copies of the actual report submitted to the client. Modifications to the report for the purpose of submitting the appraisal for experience credit is not permitted.



14. The Review Committee will consider the overall methodology used to complete the appraisal and the appraiser's general compliance and understandability of USPAP, rather than penalizing or rejecting the appraisal for an inadvertent mistake or omission. The review process is to determine that the hours shown on the log have substantially met the minimum USPAP requirements and not that the appraisals being reviewed are 100% USPAP compliant.
15. Additional appraisals may be requested from the experience log.
16. Effective May 1, 2001, Certified Residential Real Property Appraisers will be permitted to

complete non-residential assignments having a transaction value of \$250,000 or less. There will be no requirement for submission of non-residential reports for experience certification approval. However, the Competency Rule will apply and any complaint discovered to have probable cause will lead to disciplinary action. Therefore, prior to accepting non-residential assignments of Certified Residential Real Property Appraiser must satisfy himself/herself that he/she has the level of experience and competency to complete the assignment. Competency will include, at a minimum, completion of a basic income property appraising course.

### **EXPERIENCE REQUIREMENTS**

<b>CERTIFIED GENERAL</b>	<b>30 MONTHS <u>AND</u> 3,000 HOURS (1,500 HOURS MUST BE NON-RESIDENTIAL)</b>
<b>CERTIFIED RESIDENTIAL</b>	<b>2 YEARS <u>AND</u> 2,500 HOURS</b>
<b>LICENSED REAL PROPERTY</b>	<b>2 YEARS <u>AND</u> 2,000 HOURS (LOG MUST SHOW WORK PERFORMED IN NON-RESIDENTIAL)</b>
<b>ASSOCIATE</b>	<b>MUST WORK UNDER THE SUPERVISION OF A KENTUCKY CERTIFIED/LICENSED APPRAISER</b>

**CERTIFIED GENERAL REAL PROPERTY APPRAISER  
EXPERIENCE AFFIDAVIT**

Please print or type

Name: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

I, the undersigned applicant for certification as a Certified General Real Property Appraiser to the Kentucky Real Estate Appraisers Board, being first duly sworn and cautioned concerning the nature of the within oath, do hereby depose and state:

1. That to date, I have at least 3,000 hours and a minimum of thirty (30) months appraisal experience. Hours may be treated as cumulative in order to achieve the necessary 3,000 hours of appraisal experience. Of the 3,000 hours of appraisal experience, I am claiming in this affidavit, at least 1,500 hours consist of experience in non-residential appraisal work, (Residential means one (1) to four (4) residential units), and that my appraisal experience is in; fee and staff appraisals, review appraisals, ad valorem tax appraisals, highest and best use analysis, feasibility analysis or study.
2. That documentation in the form of reports or file memoranda is available to the Kentucky Real Estate Appraisers Board to support the experience set forth in paragraph 1, above.
3. All experience obtained after January 1, 1991 complies with the Uniform Standards of Professional Appraisal Practice.

Under penalty of perjury and as material representation to the Kentucky Real Estate Appraisers Board to secure certification, I state the foregoing is true.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

State of \_\_\_\_\_

County \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

Seal

My Commission Expires: \_\_\_\_\_

**CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER  
EXPERIENCE AFFIDAVIT**

Please print or type

Name: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

I, the undersigned applicant for certification as a Certified Residential Real Property Appraiser to the Kentucky Real Estate Appraisers Board, being first duly sworn and cautioned concerning the nature of the within oath, do hereby depose and state:

1. That to date, I have at least 2,500 hours and a minimum of two (2) years (24 months) appraisal experience. Hours may be treated as cumulative in order to achieve the necessary 2,500 hours of appraisal experience, and that my appraisal experience is in; fee and staff appraisals, review appraisals, ad valorem tax appraisals, highest and best use analysis, feasibility analysis or study.
2. That documentation in the form of reports or file memoranda is available to the Kentucky Real Estate Appraisers Board to support the experience set forth in paragraph 1, above.
3. All experience obtained after January 1, 1991 complies with the Uniform Standards of Professional Appraisal Practice.

Under penalty of perjury and as material representation to the Kentucky Real Estate Appraisers Board to secure certification, I state the foregoing is true.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

State of \_\_\_\_\_

County \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

Seal

My Commission Expires: \_\_\_\_\_

**LICENSED REAL PROPERTY APPRAISER  
EXPERIENCE AFFIDAVIT**

Please print or type

Name: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

I, the undersigned applicant for licensure as a Licensed Real Property Appraiser to the Kentucky Real Estate Appraisers Board, being first duly sworn and cautioned concerning the nature of the within oath, do hereby depose and state:

1. That to date, I have at least 2,000 hours and a minimum of two (2) years (24 months) appraisal experience. Hours may be treated as cumulative in order to achieve the necessary 2,000 hours of appraisal experience. Of the 2,000 hours of appraisal experience I am claiming in the affidavit, some of my experience consist of non-residential appraisal work. (Residential here means one (1) to four (4) residential units), and that my appraisal experience is in; fee and staff appraisals, review appraisals, ad valorem tax appraisals, highest and best use analysis, feasibility analysis or study.
2. That documentation in the form of reports or file memoranda is available to the Kentucky Real Estate Appraisers Board to support the experience set forth in paragraph 1, above.
3. All experience obtained after January 1, 1991 complies with the Uniform Standards of Professional Appraisal Practice.

Under penalty of perjury and as material representation to the Kentucky Real Estate Appraisers Board to secure certification, I state the foregoing is true.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

State of \_\_\_\_\_

County \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

Seal

My Commission Expires: \_\_\_\_\_

## **CERTIFIED GENERAL REAL PROPERTY CLASSIFICATION**

**All certified appraisers are bound by the Competency Provisions of the  
*Uniform Standards of Professional Appraisal Practice***

### **EXPERIENCE:**

Applicant must have acquired 3,000 hours AND a minimum of thirty (30) months of appraisal experience. Hours may be treated as cumulative in order to obtain the hours. At least fifty (50) percent (1,500 hours) must be in non-residential appraisal work. Residential is defined as one to four residential units. A detailed Experience Log, four (4) work samples (2 residential and 2 non-residential) and a Certified General Experience Affidavit (signed and notarized) must be submitted for Board review as a part of meeting the experience requirement. All experience obtained after January 1, 1991 must comply with the Uniform Standards of Professional Appraisal Practice.

**\*READ EXPERIENCE SECTION INCLUDED IN THIS PACKET.**

### **EDUCATION:**

180 classroom hours of courses in subjects related to real estate appraisal, which shall include 15 classroom hours of the Uniform Standards of Professional Appraisal Practice (USPAP) **AND** 15 hours Basic Income. Experience may not be substituted for education.

**\*READ EDUCATION SECTION INCLUDED IN THIS PACKET.**

### **CONTINUING EDUCATION:**

The equivalent of 14 classroom hours of instruction in courses or seminars for each year during the period preceding the renewal is required.

### **EXAMINATION:**

Successfully pass the written State General Certification Examination. Education requirements must be met prior to being seated for the exam.

**\*NOTIFY THE BOARD WHEN EDUCATION IS COMPLETED AND APPLICANT IS READY TO SIT FOR THE EXAM.**

### **SCOPE OF PRACTICE:**

Includes the appraisal of all types of property.

## LICENSED REAL PROPERTY CLASSIFICATION

**All licensed appraisers are bound by the Competency Provision of the  
*Uniform Standards of Professional Appraisal Practice***

### EXPERIENCE:

Applicant must have acquired 2,000 hours AND a minimum of two (2) years of appraisal experience. Appraiser must indicate some hours in non-residential work. Hours may be treated as cumulative in order to obtain the hours. A detailed experience log, four (4) work samples (2 residential and 2 non-residential) and a Licensed Real Property Experience Affidavit (signed and notarized) must be submitted for board review as a part of meeting the experience requirement. All experience obtained after January 1, 1991 must comply with the Uniform Standards of Professional Appraisal Practice.

**\*READ EXPERIENCE SECTION INCLUDED IN THIS PACKET.**

### EDUCATION:

90 classroom hours of courses in subjects related to real estate appraisal, which shall include 15 classroom hours of the Uniform Standards of Professional Appraisal Practice (USPAP) **AND** 15 hours Basic Income. Experience may not be substituted for education.

**\*READ EDUCATION SECTION INCLUDED IN THIS PACKET.**

### CONTINUING EDUCATION:

The equivalent of 14 classroom hours of instruction in courses or seminars for each year during the period preceding the renewal is required.

### EXAMINATION:

Successfully pass the written State Licensed Examination. Education requirements must be met prior to being seated for the exam.

**\*NOTIFY THE BOARD WHEN EDUCATION IS COMPLETED AND APPLICANT IS READY TO SIT FOR THE EXAM.**

### SCOPE OF PRACTICE:

Includes the appraisal of vacant or unimproved land that is utilized for 1-4 family purposes or for which the highest and best use is for 1-4 family purposes; non-complex having a transaction value less than \$1,000,000; complex having a transaction value less than \$250,000. May appraise non-residential properties having a transaction value less than \$250,000.

The Licensed Real Property Classification does not include the appraisal of subdivisions for which a development analysis/appraisal is necessary.

## **CERTIFIED RESIDENTIAL REAL PROPERTY CLASSIFICATION**

**All certified appraisers are bound by the Competency Provisions of the  
*Uniform Standards of Professional Appraisal Practice***

### **EXPERIENCE:**

Applicant must have acquired 2,500 hours AND a minimum of two (2) years of appraisal experience. Hours may be treated as cumulative in order to obtain the hours. A detailed Experience Log, two (2) residential work samples and a Certified Residential Experience Affidavit (signed and notarized) must be submitted for Board review as a part of meeting the experience requirement. All experience obtained after January 1, 1991 must comply with the Uniform Standards of Professional Appraisal Practice.

**\*READ EXPERIENCE SECTION INCLUDED IN THIS PACKET.**

### **EDUCATION:**

120 classroom hours of courses in subjects related to real estate appraisal, which shall include 15 classroom hours of the Uniform Standards of Professional Appraisal Practice (USPAP) **AND** 15 hours Basic Income. Experience may not be substituted for education.

**\*READ EDUCATION SECTION INCLUDED IN THIS PACKET.**

### **CONTINUING EDUCATION:**

The equivalent of 14 classroom hours of instruction in courses or seminars for each year during the period preceding the renewal is required.

### **EXAMINATION:**

Successfully pass the written State Residential Certification Examination. Education requirements must be met prior to being seated for the exam.

**\*NOTIFY THE BOARD WHEN EDUCATION IS COMPLETED AND APPLICANT IS READY TO SIT FOR THE EXAM.**

### **SCOPE OF PRACTICE:**

Includes the appraisal of vacant or unimproved land that is utilized for 1-4 family purposes or for which the highest and best use is for 1-4 family purposes regardless of transaction value or complexity. Effective May 1, 2001, Certified Residential appraisers may appraise non-residential properties having a transaction value less than \$250,000.

The Certified Residential Real Property Classification does not include the appraisal of subdivisions for which a development and analysis/appraisal is necessary.

## **ASSOCIATE REAL PROPERTY APPRAISER CLASSIFICATION**

**All licensed appraisers are bound by the Competency Provision of the  
*Uniform Standards of Professional Appraisal Practice***

### **GENERAL:**

The Appraiser Qualifications Board criteria for the "Associate Classification" is presented below:

1. The purpose of the associate classification is to provide a means for individuals to obtain experience in order that they may obtain a state license or certification.
  - A. The AQB does not intend that the issuance of this criteria be interpreted as requiring that appraisers must enter the associate classification prior to becoming state licensed or certified or prior to obtaining a classification other than one already held.
  - B. The scope of practice for the appraiser associate classification is the appraisal of those properties which the supervising appraiser is permitted to appraise.
  - C. The appraiser associate shall be subject to the Uniform Standards of Professional Appraisal Practice (USPAP).
  - D. The appraiser associate shall be entitled to obtain copies of the appraisal reports he or she prepared. The supervising appraiser shall keep copies of appraisal reports for a period of at least five years or at least two years after final disposition of any judicial proceeding in which testimony was given, whichever period expires last.
  - E. A supervisor is required to sign the log for each associate they supervise.
  - F. The appraiser associate shall be subject to direct supervision by a supervising appraiser who shall be state licensed or certified in Kentucky for a period of one year and in good standing with the Board.
  - G. A supervising appraiser shall be limited to a maximum of three (3) real property associates at one time; and immediately notify the board when the supervision of a real property associate has terminated.
  - H. The appraiser associate is permitted to have more than one supervising appraiser.
  - I. An associate real property appraiser shall submit to the board two complete summary appraisal reports.
    - (1) The appraisals shall be submitted to the board six months and twelve months following the date of issuance of the associate real property license.
    - (2) The Board shall have the right to request additional appraisals from the associate real property appraiser.

An appraiser associate must meet the following requirements:



## **EXPERIENCE:**

Must work under a licensed or certified appraiser who must be indicated in item 2 of the application. All experience obtained after January 1, 1991 must comply with the Uniform Standards of Professional Appraisal Practice.

- A. The supervising appraiser shall be responsible for the training and direct supervision of the appraiser associate by:
  - (1) The supervising appraiser shall personally inspect, at a minimum, each appraised property and the comparable sales with the associate real property appraiser on the associate's first fifty (50) real property appraisal assignments to insure that the associate is competent and acting in accordance with the competency provision of USPAP.
  - (2) The supervising appraiser shall allow an associate real property appraiser who has completed the first fifty (50) appraisal assignments, to inspect properties located within fifty miles of the supervisors' office without being accompanied by the supervisor, provided the supervisor has determined that the associate real property appraiser is competent to perform such appraisals.
  - (3) The supervising appraiser shall accompany and personally inspect each appraised property and the comparable sales with the associate real property appraiser on all appraisal assignments located more than fifty miles from the supervisor's office within twelve months following the date of issuance of the associate real property license.
  - (4) Accepting responsibility for the appraisal report by signing and certifying the report is in compliance with the Uniform Standards of Professional Appraisal Practice (USPAP).
  - (5) Reviewing the appraiser associate report(s).
- B. An appraisal log shall be maintained by the appraiser associate and shall, at a minimum, include the following for each appraisal:
  - (1) Type of property
  - (2) Client name and address
  - (3) Address of appraised property
  - (4) Description of work performed
  - (5) Number of work hours
  - (6) Signature and state license/certification number of the supervising appraiser
- C. Separate appraisal logs shall be maintained for each supervising appraiser.

**\*READ EXPERIENCE SECTION INCLUDED IN THIS PACKET.**

## **EDUCATION:**

- 1. 75 classroom hours of courses in subjects related to real estate appraisal which shall include 15 classroom hours of the Uniform Standards of Professional Appraisal Practice (USPAP) and effective January 1, 2002, must complete 15 hours of Basic Income.
- 2. Pre-licensing education must have been obtained within the five-year period immediately preceding application.

**\*READ EDUCATION SECTION INCLUDED IN THIS PACKET.**

**CONTINUING EDUCATION:**

The equivalent of 14 classroom hours of instruction in courses or seminars for each year during the period preceding the renewal is required.

**EXAMINATION:**

There is no examination requirement for the Appraiser Associate Classification.

**SCOPE OF PRACTICE:**

Appraisal of those properties which the supervising appraiser is permitted to appraise.

## **INSTRUCTIONS FOR COMPLETING EXPERIENCE LOG**

1. The enclosed experience log is a sample. You may make copies and use the sample experience log or a computer list will be acceptable. The computer list must contain, at a minimum, the same information as this sample log.
2. Supervisors must accompany Associate on first 50 assignments on the experience log.
3. Supervisor and applicant both must sign the experience log.
4. Each appraisal listed on the experience log must be substantially the work of the applicant. The applicant must sign the appraisal and certification or must have been given credit in the certification for providing significant professional assistance.
5. The Associate is entitled to copies of the appraisal.
6. A separate experience log must be kept for each supervisor and the supervisor must sign the experience log.
7. Record the number of hours actually worked to complete the appraisal. The average hours claimed for residential properties should be between five (5) and eight (8) hours. Ten (10) hours per appraisal report may be granted in extreme rural areas and for appraisals with unusual requirements. For commercial properties, there is not a requirement for number of hours claimed. Commercial properties are taken on a case by case basis. If a question is raised on the number of hours claimed for experience, the Board has the right to request additional information.
8. The time spent driving to and from the appraisal assignment (drive-time) may qualify as appraisal experience if it is considered to be part of the appraisal process.
9. The experience log should list each appraisal completed for the time claimed to meet the minimum criteria for appraisers.
10. Items on experience log:
  - A. Date – Effective date of appraisal
  - B. Property Identification – Address of subject
  - C. Client/Employer – One who engages your services
  - D. Applicant signature on report & certification – Yes or No
  - E. Property Type – Residential – R or Non-Residential – N
  - F. Complexity – Complex – C or Non-complex – N
  - G. Involvement – Must indicate by placing “X” in the column for which applies to subject property
  - H. Hours – Number of hours claimed for each report.



## APPRAISAL EXPERIENCE LOG

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**Page No. \_\_\_\_ of \_\_\_\_**

Name: _____ Lic/Cert # _____ Total Experience Hours to Date _____	
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DATE	PROPERTY IDENTIFICATION	CLIENT / EMPLOYER	Applicant signature on report & certification	PROPERTY TYPE R=res. N= non-res	COMPLEXITY: C=Complex N=non-complex	Land/Site Inspection & Description	Building Inspection & Description	Neighborhood Description & Analysis	Highest & Best Use Analysis	Research & Verification of Comparable Sales	Cost Analysis	Income Analysis	Sales Analysis	Final Reconciliation	Other...Please explain on Separate Page	HOURS
Supervisor <u>must</u> accompany Trainee on first 50 assignments on log.						INVOLVEMENT										

